



CONSULTANT POSTING

WHO WE ARE:

The MassHire Metro North Workforce Board (MNWB) is a 501(c)(3) nonprofit organization whose mission is to develop partnerships, generate resources, and advocate for workforce solutions that result in a skilled workforce, prospering businesses, and equitable access to meaningful career pathways and quality employment for residents. The MNWB is one of 16 local Workforce Development Boards established in Massachusetts covering 20 cities and towns north of Boston. The functions of MNWB include the following:

- Addressing business' workforce needs through strategic partnership building
- Coordinating local workforce activities with economic development strategies
- Developing industry-specific consortia focusing on strategic planning and implementation
- Establishing workforce development policy for the region
- Chartering career center operators and overseeing career centers
- Matching the needs of business for skilled employees with training opportunities in the area
- Assessing the effectiveness of the local workforce system
- Administering federal Workforce Innovation and Opportunity Act (WIOA) funds for the region

For more information, please visit <https://masshiremetronorth.org/>.

CONSULTANT SUMMARY:

The MassHire Metro North Workforce Board (MNWB) seeks an experienced human resources (HR) professional to provide ongoing, part-time HR services and occasional, project-based services on a contract basis. We're looking for a consultant/contractor that can provide needed services as well as consult/provide input on ways to improve our systems.

PRIMARY DUTIES/RESPONSIBILITIES:

- Manage recruitment and onboarding process for new hires, including job postings, applicant management, scheduling interviews, background checks, and onboarding of applicants selected for hire.
- Manage off-boarding process for departing employees, including benefits (COBRA) and exit interviews.
- Manage logistics of annual performance review process.
- Update on an annual basis organization's personnel policies handbook.
- Consult/provide input on personnel policies and personnel issues as they arise.
- Benefits administration.
- Implementing and maintaining an HR module that is provided by our 3rd party payroll service.
- Approximate number of hours per month: 5-10. Varies, depending on time of year and specific projects.

EDUCATION/EXPERIENCE:

- Experience with HR policies, systems, and procedures.
- 8-10 years' experience in an HR role preferred.
- SHRM certification preferred.
- Experience with online HR systems preferred (i.e. Paychex, ADP).



METRO NORTH WORKFORCE BOARD

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617.864.1500

TO APPLY:

Please submit resume, cover letter, and hourly rate/fee structure to hr@masshiremetronorth.org.

The MassHire Metro North Workforce Board values equity, justice, and opportunity and is proud to be an equal opportunity employer. As an organization which serves many communities of job seekers and employers, we are a diverse and inclusive workplace committed to reflecting these communities. We encourage culturally competent, qualified candidates of diverse backgrounds to apply.